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Aerospace Medicine

**WORKPLACE HAZARD COMMUNICATION
PROGRAM**

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This instruction implements AFD 48-1, *Aerospace Medicine*. It supplements Air Force Occupational Safety and Health Standard (AFOSH Standard) 161-21, *Hazard Communication*, AFOSH Standard

161-21.1G, *DOD Federal Hazard Communication Training Program*, and AFOSH Standard 161-21.1W, *DOD Federal Hazard Communication Training Program, Student's Workbook*. This publication applies to all Air Force military and civilian personnel, Air National Guard units, tenant organizations, and contractors using hazardous materials on Eielson AFB.

SUMMARY OF REVISIONS

This document incorporates Physical Agent Data Sheets (PADS) and a revised self-inspection checklist. A bar (|) indicates revision from the previous edition. Adds requirement to maintain copies of Bioenvironmental Engineering surveys.

1. Responsibilities:

1.1. Unit Commanders: Ensure supervisors receive training as specified in paragraph **2.1.**, if their workers use hazardous materials.

1.2. 354th Contracting Squadron (354 CONS/LGC) and 168th Air Refueling Wing Contracting Offices (168 ARW/LGC):

1.2.1. Includes clause 52.223-3, Hazardous Material Identification and Material Safety Data, of the Federal Acquisition Regulation (FAR) 23.303 in all contracts for which the AF locally procures hazardous materials. Bioenvironmental Engineering (BE) (354 MDOS/SGOAB) and HAZMART section (354 SUP/LGSDP) receive copies of the Material Safety Data Sheet (MSDS).

1.2.2. Ensures MSDSs are included for hazardous materials bought through contracting.

- 1.2.3. Ensures MSDSs are included for hazardous materials bought through the Civil Engineering Material Acquisition System (CEMAS).
- 1.2.4. Ensures Government Purchase Cardholders are trained on Hazardous Material Purchase approvals and documentation requirements.
- 1.3. 354th Supply Squadron (354 SUPS/LGS) and 168 ARW Logistics Squadron (168 LS/LGS):
 - 1.3.1. Ensures all hazardous material shipments received and distributed are properly labeled and contain MSDSs as described in paragraph 6.
 - 1.3.2. Sends copies of MSDSs received with hazardous materials to HAZMART. Annotates stock number or local purchase number on the MSDS.
- 1.4. 354th Civil Engineer Squadron's Contract Management Inspection Branch (354 CES/CECC) and 168 ARG Facility Manager (168 ARG/CC) advises contractors of chemical hazards they may encounter in the AF workplace (paragraph 7.).
- 1.5. Bioenvironmental Engineering (BE) (354 MDOS/SGOAB):
 - 1.5.1. Serves as the base focal point for the Hazard Communication Program.
 - 1.5.2. Approves all uses of hazardous materials on Eielson AFB. The Bioenvironmental Engineer may deny the use of any hazardous material deemed unduly hazardous to health, the environment, or government property.
 - 1.5.3. Reviews each workplace Hazard Communication and Hazardous Material program during regular industrial hygiene surveys.
- 1.6. Public Health (PH) (354 MDOS/SGOAM):
 - 1.6.1. Trains workplace supervisors and approves hazard communication training lesson plans (paragraphs 2.1. and 2.2.).
 - 1.6.2. Files AF Form 2767, **Documentation of Training**, in appropriate workplace case files.
- 1.7. Workplace Supervisors or other appointed individuals:
 - 1.7.1. Acquire and maintain MSDSs in the workplace and ensure they are readily accessible to all workers (see paragraphs 3.3. and 3.4.).
 - 1.7.2. Maintain a Hazard Communication Program Binder containing the following materials:

AFOSH Standard 161-21, this instruction, copies of all BE surveys from the "baseline" or "comprehensive" to present (reference AFI 91-301), the workplace hazardous chemical inventory, an MSDS for each material in the workplace, a list of non-routine tasks involving hazardous materials, operating instructions for non-routine tasks, workplace specific HAZCOM lesson plan, and points of contact concerning hazard communication for worker reference.
 - 1.7.3. Ensure workers are trained and that both initial, and workplace-specific HAZCOM training are documented (paragraph 2.2.3.) with the appropriate signatures from both employer and employee on AF Form 55, Section V or equivalent.
 - 1.7.4. Conduct a self-inspection of the shop's hazard communication program at least annually, using the checklist at **Attachment 1**.

2. Worker Information, Training, and Documentation:

2.1. Unit commanders ensure supervisors of work areas using hazardous materials receive training using AFOSH Standard 161-21.1G and video program or equivalent HQ USAF/SGPA-approved program containing the elements of AFOSH Standard 161-21.1G. Supervisors are trained by PH or other formal training organization approved by PH. Call 377-1117 for scheduling.

2.2. Training must be provided by a trainer approved by PH.

2.2.1. Supervisors or other appointed individual(s) ensure subordinate workers are trained on the AFOSH Standard 161-21.1W, and video program or equivalent HQ USAF/SGPA-approved program containing the elements of AFOSH Standard 161-21.1W **before** the workers handle or are occupationally exposed to hazardous materials. This initial training is given one time to all Air Force and civilian personnel.

2.2.2. A lesson plan for work-place specific training must be developed by the training agency. As a minimum, it must address the following:

2.2.2.1. The requirements of hazard communication "right to know."

2.2.2.2. The location of the written hazard communication program and its elements.

2.2.2.3. Information on workplace-specific chemical hazards. (This information is available from the industrial hygiene survey reports prepared by BE).

2.2.2.4. Methods and observations to detect the release or presence of hazardous materials in the workplace.

2.2.2.5. The physical and health hazards of the chemicals used in the workplace. (This information is available from the industrial hygiene survey reports prepared by BE).

2.2.2.6. Protective measures workers need and controls existing in the workplace to reduce or eliminate chemical hazards. (This information is available from the industrial hygiene survey reports prepared by BE).

2.2.2.7. Familiarization with and how to read an MSDS.

2.2.3. This workplace-specific training is provided upon initial assignment to a workcenter and when operations change or a new hazard is introduced.

2.2.4. Training is documented by the training agency on each individual's AF Form 55, or documented in an equivalent manner, such as a computer-generated product that is a reasonable facsimile of the AF Form 55.

2.3. Technical Accuracy: Before presenting supplemental training, the trainers must ensure the appropriate agencies, such as BE, PH, Wing Ground Safety (SEG, 377-4260), Fire Protection Office (CEFT, 377-1293), and Environmental Planning Office (CEVP, 377-1659) review the information for technical accuracy.

2.4. Workers' References for Hazard Communication: A list of points of contact are included in the written hazard communication package to give workers a ready reference for directing questions or obtaining further information. The list should include the names, office symbols or locations, and telephone numbers of the following: unit safety representative, unit training agency, PH, BE, CEV, SEG, and CEF (Fire Department).

3. Material Safety Data Sheets (MSDS):

3.1. All hazardous materials used in the workplace on Eielson AFB must have an MSDS available in the workplace.

3.2. The workplace maintains a hard copy of the MSDS for each hazardous material used. MSDSs containing proprietary information must have the proprietary information removed to protect trade secrets.

3.3. MSDS information must be readily available to all workers within each workplace where hazardous chemicals are routinely used in the performance of their duties. The information must not be kept in a supervisor's desk or office area unless they remain unlocked and accessible during duty hours. The location of the MSDSs and written hazard communication program should be prominently posted on the workplace's safety bulletin board or other conspicuous location. MSDSs must be filed in an appropriate manner, i.e. alphabetically, numerically, by stock number, etc., so that a specific MSDS can be readily found.

3.4. Workers desiring MSDS information must have "self serve" access to any chemical data pertinent to the hazardous chemicals used during that work shift. Refer questions concerning hazardous chemical information, that are not answerable by the supervisor, to BE at 377-1117 x278, during normal duty hours. After hours, workers can contact the Primary Care Clinic, 377-2296, who will notify the BE person on call. BE reviews and provides an explanation of the MSDS information with the worker.

3.5. According to 354 FWI 32-7005, Hazardous Materials Management, the use of all "non-exempt" hazardous materials (HM) and ozone depleting compounds (ODCs) on Eielson AFB must be minimized, tracked, and controlled through the effective use of single point control. This single point of control is the HAZMART (354 SUPS/LGSH, 377-1590). Agencies must submit an AF Form 3952 to the HAZMART for every HM. Attach a copy of the specific T.O. or other publication dictating product use. If there is no specific guidance for which product to use, contact BE for possible less hazardous or environmentally safe products, prior to submitting a request for HM.

3.6. BE maintains the master MSDS library at the HazMart. Personnel wishing to access an MSDS may access this information at this location, on the base intranet, or by contacting BE at 377-1117 x 278.

4. Physical Agent Data Sheets (PADS): Physical hazards include ergonomics, noise, radiation, heat and cold stress. The State of Alaska requires supervisors to maintain physical agent data sheets that apply to their shop's potential exposures. PADS are located at <http://www.labor.state.ak.us/lss/pads/pads.htm>. The Bioenvironmental Engineering web site contains a link to the PADS.

5. Hazardous Chemical Inventory:

5.1. The workplace supervisors are responsible for keeping the inventory current.

5.2. As a minimum, the inventory must include the manufacturer, NSN or part number, amount used, and identity of each hazardous chemical used in the work area as it appears on the MSDS. Proprietary information must not appear on the hazardous chemical inventory.

5.3. Supervisors may use the "issues list" or "authorization list" from the HAZMART EMIS database to assist in completing the inventory.

5.4. BE reviews the inventory during their industrial hygiene survey.

6. Receiving and Labeling Hazardous Materials:

6.1. 354 SUPS and 168 ARW/LGS Receiving Elements and Inspection Elements:

6.1.1. Ensure containers are identified and properly labeled according to paragraph 6.4. and AFOSH Standard 161-21, paragraphs 5d(1) through (9). Improperly labeled containers should not be accepted.

6.1.2. Ensure an MSDS accompanies each shipment of hazardous materials. Shipments without an MSDS should not be accepted.

6.1.3. File a report of discrepancy on shipments without labels. Notify BE to determine if an MSDS is already available or if one will be required from the manufacturer or vendor. Do not issue chemicals unless a copy of the MSDS is attached.

6.1.4. Send a copy of each MSDS received with local purchase shipments of hazardous materials to SGOAB. Annotate the LSN or NSN, if available, contract number, and purchase order number, and date received, on the MSDS.

6.2. Prior to issue, all hazardous materials within supply storage must be properly labeled by a supply inspector using the DD Form 2521 or 2522, **Hazardous Chemical Warning Label**, if the manufacturer/distributor did not properly label them. The DD Forms 2521/2522 are used for:

6.2.1. Existing stocks of unlabeled materials.

6.2.2. Air Force-manufactured hazardous materials.

6.2.3. Transferring, repackaging, or distributing of bulk quantities of hazardous materials into other containers (break-down quantities).

6.2.4. Labeling hazardous material containers when original labels have been defaced or lost.

6.3. Markings. Containers of hazardous materials must be labeled, tagged, or marked with the following information:

6.3.1. Name(s) of hazardous material(s).

6.3.2. Appropriate hazard warning(s).

6.3.3. Name, address, and phone number of the manufacturer, importer, or other responsible party.

6.4. Labeling Information Sources:

6.4.1. HMIS labeling field.

6.4.2. Label on bulk or packaged containers.

6.4.3. Manufacturer's MSDS.

6.4.4. Manufacturer, importer, or other responsible party.

6.4.5. BE.

6.5. Damaged hazardous material containers placed in recovery drums are labeled on the outside of the recovery drum as defined in paragraphs 6.3. and 6.4. using the DD Forms 2521/2522. **Note:** Recovery drums can currently be obtained from CES Hazardous Waste, 377-1668.

6.6. All organizations receiving locally purchased hazardous materials ensure the containers are properly labeled as out-lined in paragraph 6.3. and AFOSH Standard 161-21, sections 6(d) through (9). An MSDS must be provided with the material at the time of delivery. Materials improperly labeled or received without the MSDS should not be accepted. No hazardous materials can be used until properly labeled and an MSDS is received.

6.7. Workers should not use hazardous chemicals without labels or those that are improperly labeled.

6.8. Workplace supervisors ensure all vats, tanks, and other containers filled with hazardous materials are identified with signs, placards, process sheets, batch tickets, or other such written materials, or the DD Form 2521/2522.

7. Contractor Operations:

7.1. Copies of the contractor's MSDSs are required as part of the contract submittal package. The contractor submits information on the use of hazardous materials according to FAR clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, to 354 SUPS/LGSCHE for review.

7.2. The Administrative Contracting Officer (ACO) (354 CONS/LGC), Contract Inspector (168 ARW), or the Civil Engineer Contract Management Inspection Section (354 CES/CECC) advise contractors of hazardous chemicals they may encounter in the Air Force workplace and protective measures needed. Assistance is provided by BE and the workplace supervisor upon request. The ACO or contract inspector also tells the contractor that MSDS information is available through SGOAB and provides information on the labeling system.

7.3. At the pre-performance conference, and subsequently during the contract performance period, the ACO or contract inspector advises workplace supervisors and AF workers monitoring the performance of contractors of hazardous chemicals introduced by the contractor.

8. Non-routine Tasks Involving Hazardous Materials:

8.1. Non-routine tasks are:

8.1.1. Those tasks included within a work area's normal activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills.

8.1.2. Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series.

8.2. The workplace supervisor lists all non-routine tasks performed in the work area which involve hazardous materials. The supervisor ensures work area operating instructions (OI) thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in this work area. OIs are not needed if technical orders or other official documents adequately describe these tasks, but these references must be included in the non-routine tasks list for worker reference. Supervisors ensure workers review these procedures before performing the non-routine tasks.

8.3. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity ensures these workers receive the following training prior to beginning the activity:

8.3.1. The initial Federal Hazard Communication Training Program meeting requirements of 29 CFR 1910.1200, paragraph (h), for workers not previously trained.

8.3.2. Supplemental training occurs, as necessary, on work area-specific chemical hazards and associated controls.

8.4. The supervisor of the activity forwards a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55 or other training record can be updated.

9. REFERENCES:

9.1. 29 CFR 1910.1200, *Hazard Communication*

9.2. AFOSH Standard 161-21, *Hazard Communication*

9.3. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*

9.4. AFI 32-7086, *Hazardous Materials Management*

9.5. 354 FWI 32-7005, *Hazardous Materials Management*

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Commander

Attachment 1

HAZARD COMMUNICATION PROGRAM SELF-INSPECTION CHECKLIST

This checklist is intended for use by unit safety representatives, Environmental Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP) representatives or workplace supervisors to assess the status of their Hazard Communication program. This checklist, the last external ESOHCAMP report, and all the web links listed below are available on the Bioenvironmental Engineering (BE) HazMart web page at: <http://131.39.130.122/orgs/loggrp/Supply/hazmart/HTML/BIO.html>.

1. WRITTEN HAZARD COMMUNICATION PROGRAM Each workplace must have a Hazard Communication (HazCom) binder that contains the following:

Table A1.1. Hazard Communication Program Self-Inspection Checklist

	Yes	No	N/A
1.1 AFOSH Standard 161-21. They are available at: http://sg-www.satx.disa.mil/moasgoe/p_letter/afosh48.htm (effective date is 23 Jan 89)			
1.2. 354 FW Instruction 48-101			
1.3. Workplace chemical inventory. Materials' names must match those on the MSDSs. (Current "issues" or "authorization" lists from HAZMART can fulfill this requirement if names match)			
1.4. MSDSs for each hazardous material in the workplace (Similar material from different manufacturers require separate MSDSs)			
1.5. Applicable physical agent data sheets from Alaska OSHA. They are available at http://www.labor.state.ak.us/lss/pads/pads.htm			
1.6. Non-Routine task listing and Standard Operating Procedures for Non-Routine Tasks			
1.7 Copies of Bioenvironmental Engineering survey reports from "baseline" or "comprehensive" survey to present			
1.8. Binder is readily available in the workplace, to all workers during their work shifts, without having to ask a supervisor			

2. LABELING. Each container of hazardous material must be labeled with AT LEAST the following:

2.1. Identity of the hazardous material			
2.2. Appropriate hazard warnings (for example, “Corrosive” or “Flammable”)			
2.3. Name, address and phone number of manufacturer, distributor or importer			
2.4. HAZMART Barcode or label (if applicable)			

3. HAZARD COMMUNICATION TRAINING

3.1. Federal employees have received Federal Hazard Communication Training Program (FHCTP) training. (FHCTP consists of a video and a student workbook (AFOSH Standard 161.21W)). Training is only required one time per career			
3.1.1. Workers received training from a supervisor or occupational health coordinator who received trainers’ training from the Public Health Office			
3.1.2. Workers’ and trainers’ training FHCT is documented on their AF Forms 55 or equivalent			
3.2. Workers have received Workplace Specific Hazard Communication Training (WSHCT). This training is required upon assignment, any time duties change, or new materials, tasks or processes are introduced into the work center			
3.2.1 Workplace has a written WSHCT lesson plan (This CAN be part of the AFOSH or workplace safety briefing, as long as all elements are present)			
3.2.2. WSHCT lesson plan includes the following items:			
3.2.2.1. How workers can obtain and use the appropriate MSDS			
3.2.2.2. Operations in the work area where hazardous materials are present.			
3.2.2.3. Location and availability of the chemical inventory and MSDS master file			
3.2.2.4. How to detect the presence or release of a hazardous material, such as visual appearance and odor of the hazardous materials on hand, or air sampling results			
3.2.2.5. Health hazards associated with exposure to the hazardous materials in the work area			
3.2.2.6. How workers can protect themselves from hazards, such as the required protective equipment, procedures & emergency procedures			
3.2.3. WSHCT is documented on each individual’s AF Form 55 or equivalent			
3.2.4. When questioned, workers are able to explain the information in item 3.2.2.			